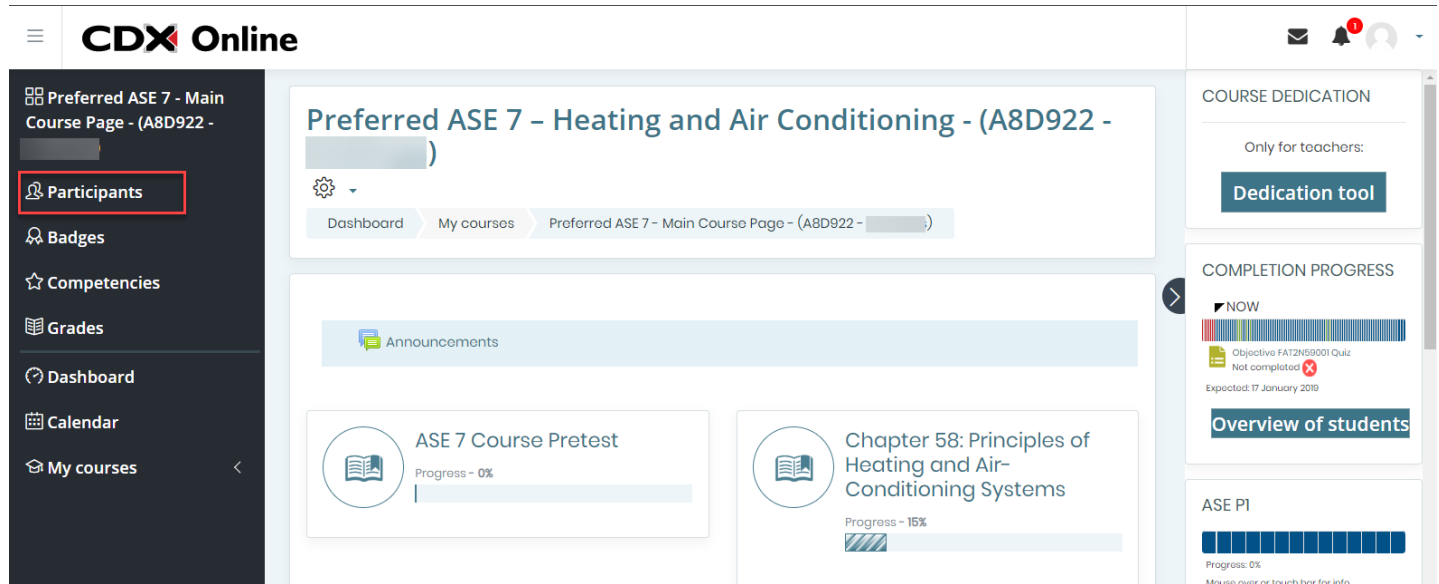


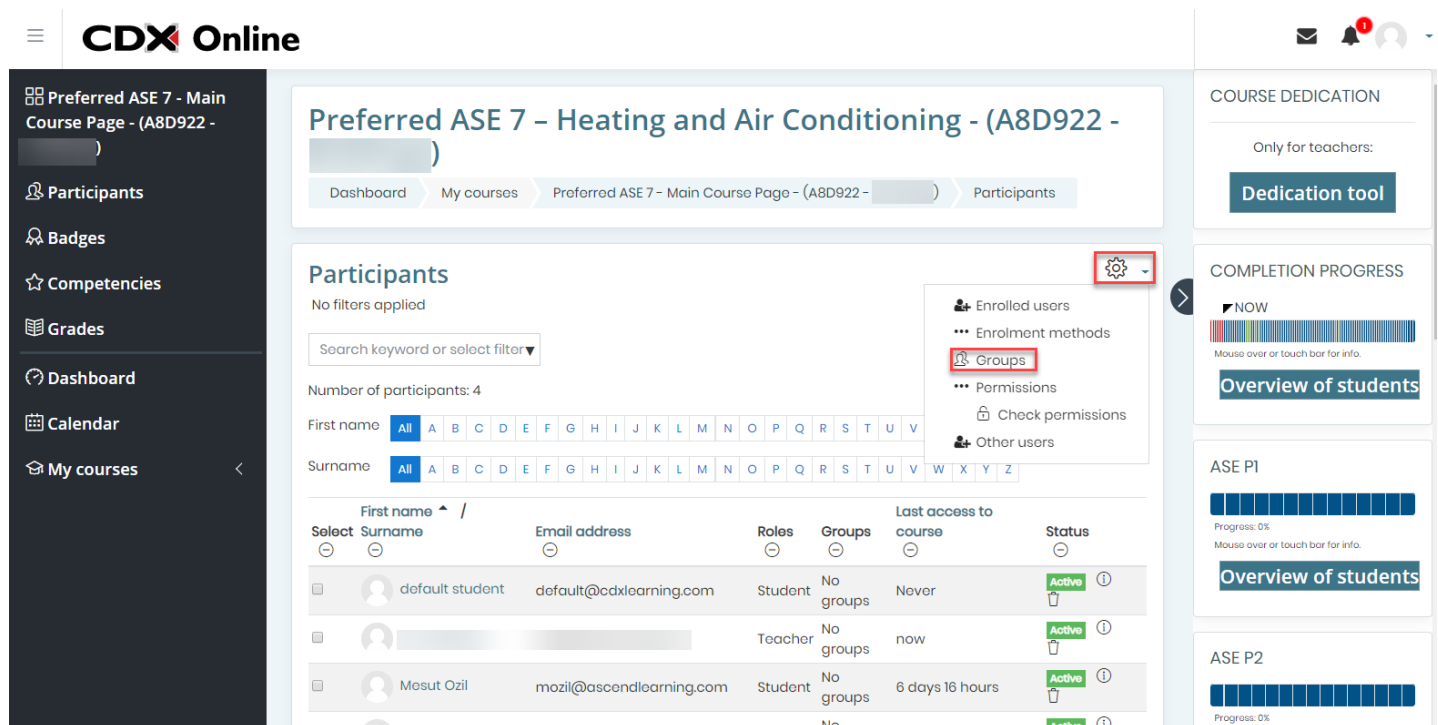
How do I create student groups?

This document provides instructions on how to organize students into designated groups as a means of tracking and managing separate cohorts within a course.

1. From the course Front Page, click the **Participants** link in the Navigate Drawer to the left-hand side.



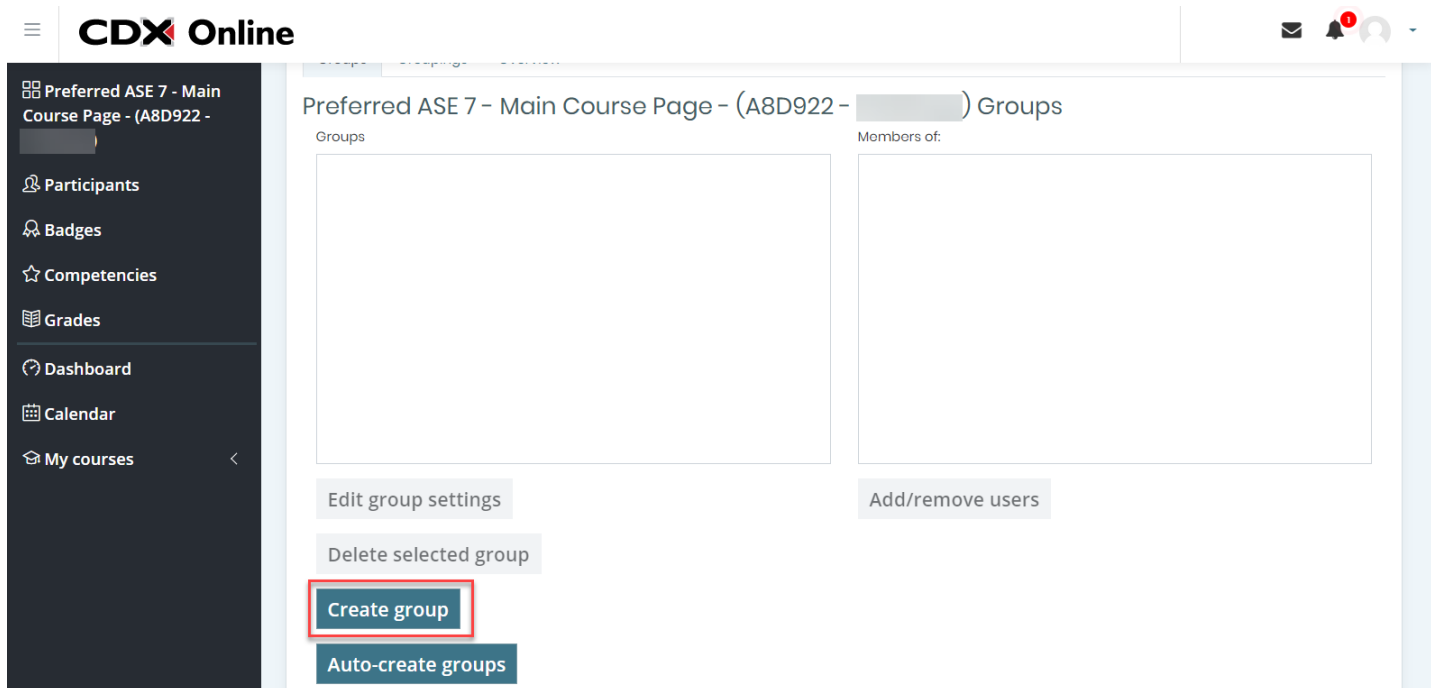
2. You will be brought to a page listing all users currently enrolled in the course. From this page, find and click on the **Actions** button at the top right and then select the **Groups** option from the drop down menu.



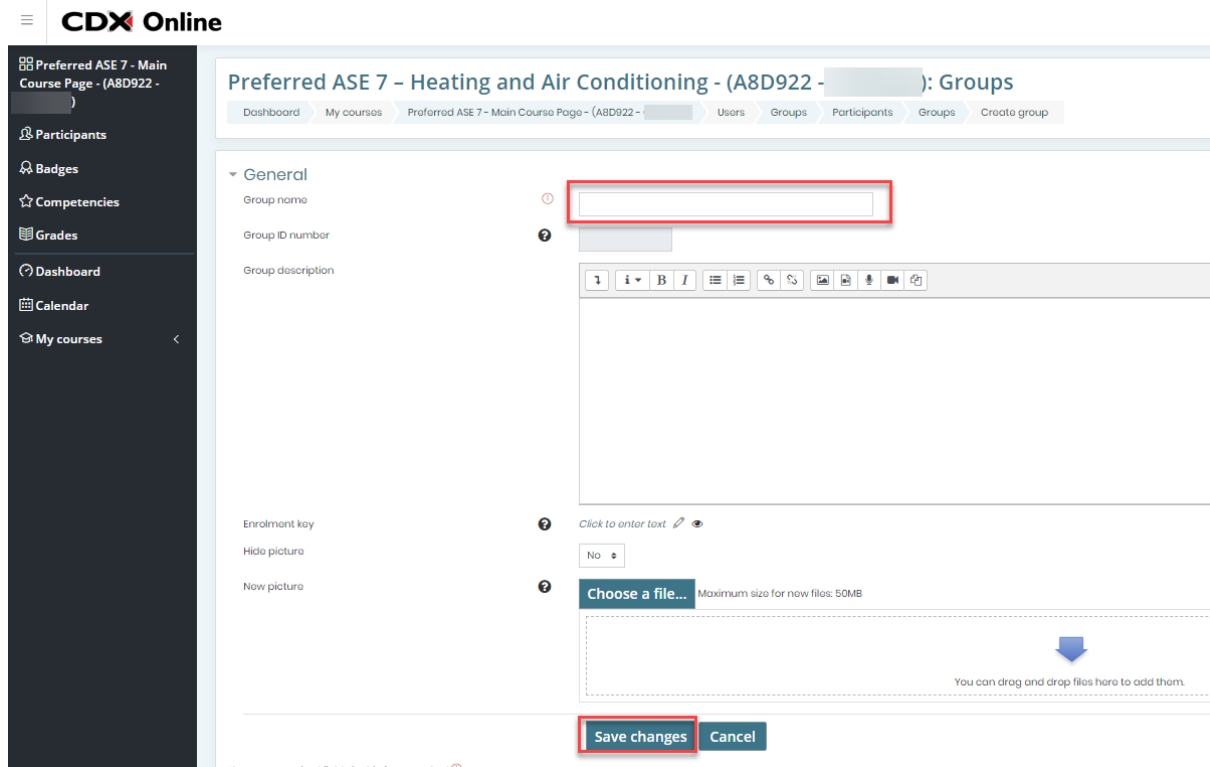
Select	First name	Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	default	student	default@cdxlearning.com	Student	No groups	Never	Active
<input type="checkbox"/>				Teacher	No groups	now	Active
<input type="checkbox"/>	Mesut	Ozil	mozil@ascendlearning.com	Student	No groups	6 days 16 hours	Active
<input type="checkbox"/>					No		Active

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- On the following page, click the **Create group** button towards the bottom-left of the page. You may need to scroll down to find this button.

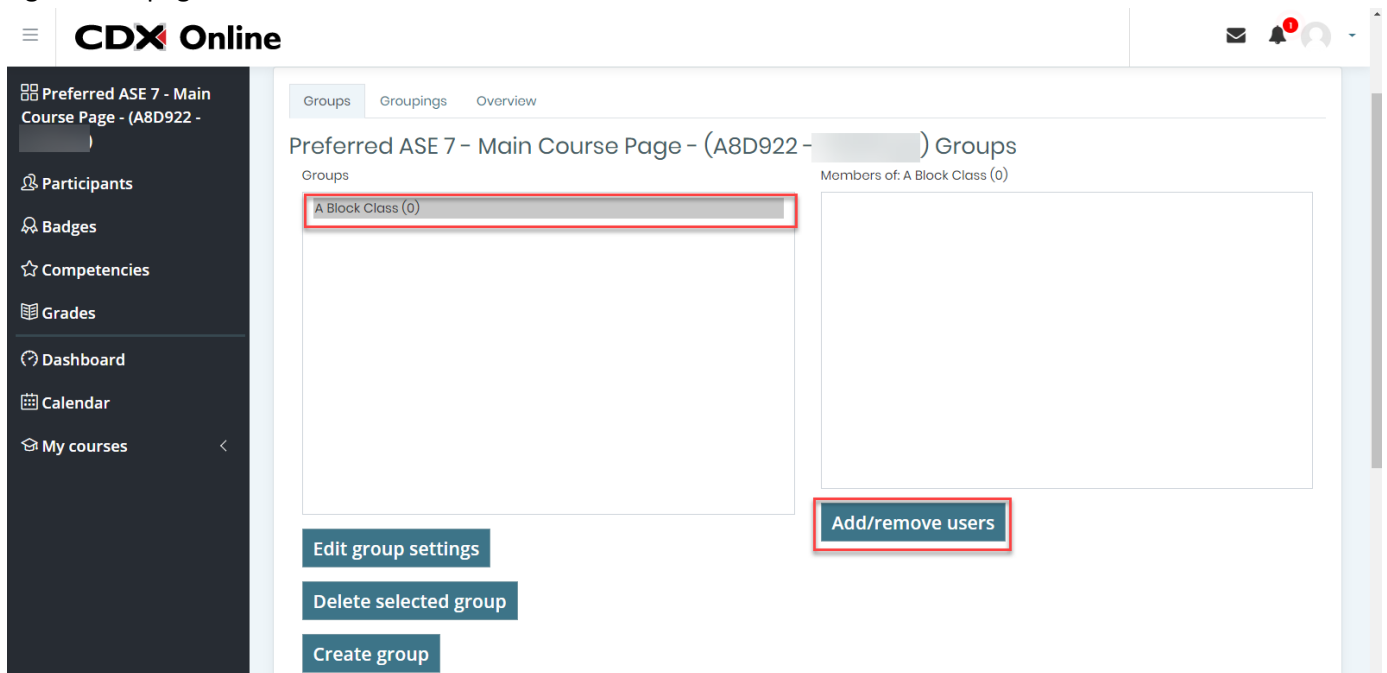


- You must now enter a **Group name** in the field provided for how you would like the group to be displayed and tracked in the course. Other fields, such as **Group description** and **New picture** are optional. Upon entering the desired information, click the **Save changes** button at the bottom of the page.

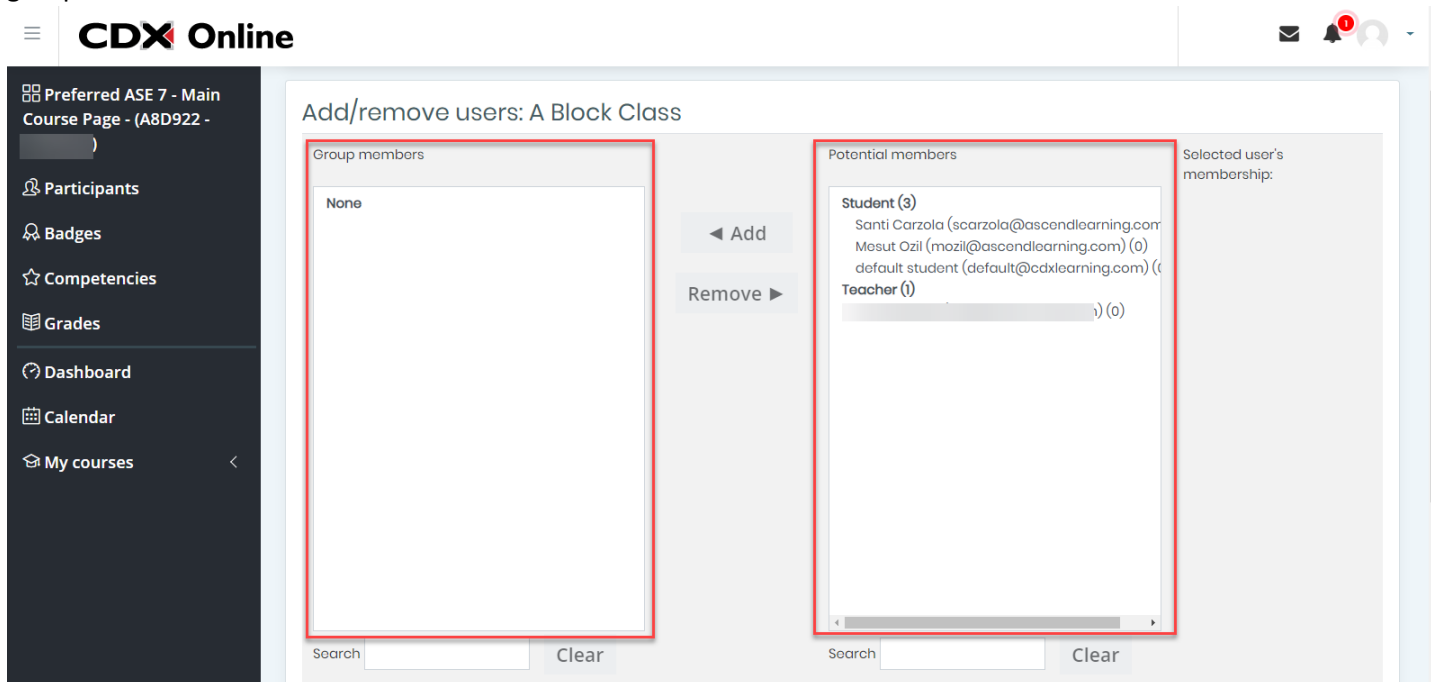


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5. The **Group** you have just created will now be listed as an available group. To assign select students to this group, you must highlight the group name in the **Groups** pickbox and click the **Add/remove users** button on the bottom right of the page.

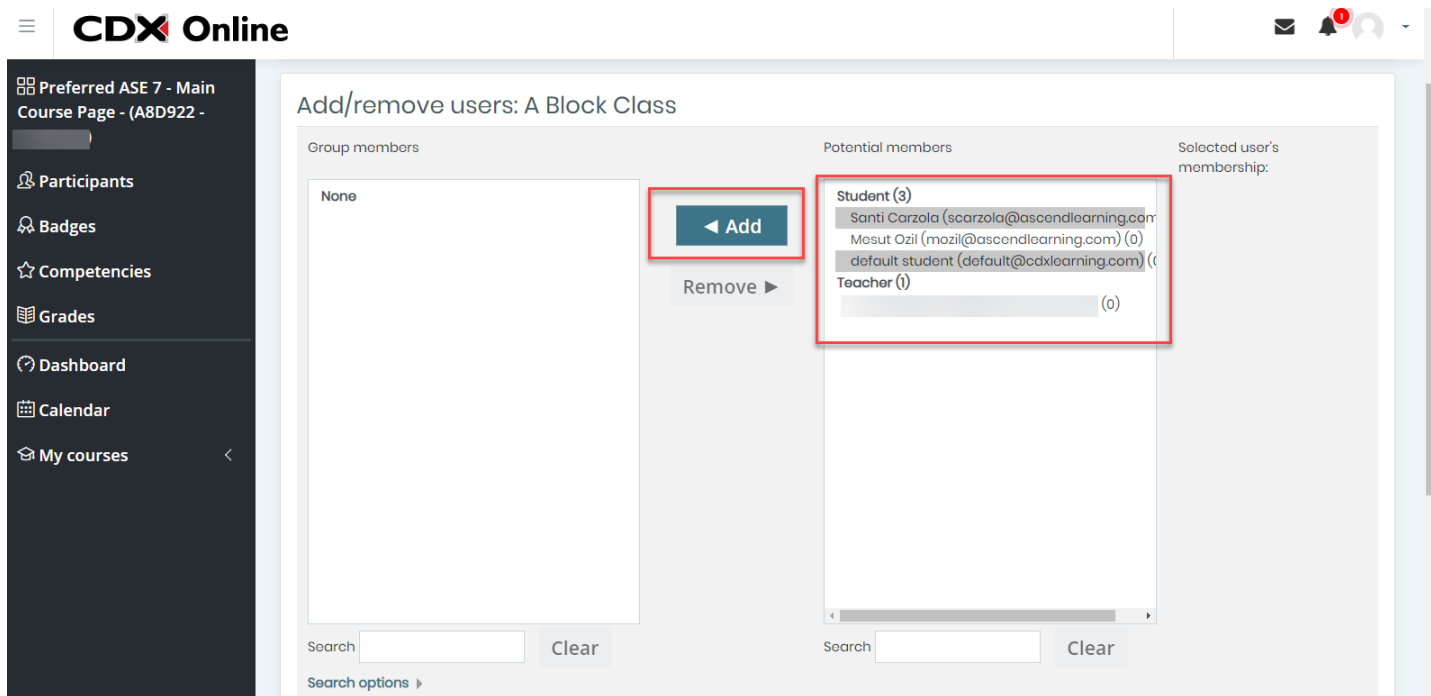


6. The next page will display two pickbox fields, the one on the left shows you **Group members** who are added to the group and the box on the right displays the **Potential members** of course enrollees available to add to the group.

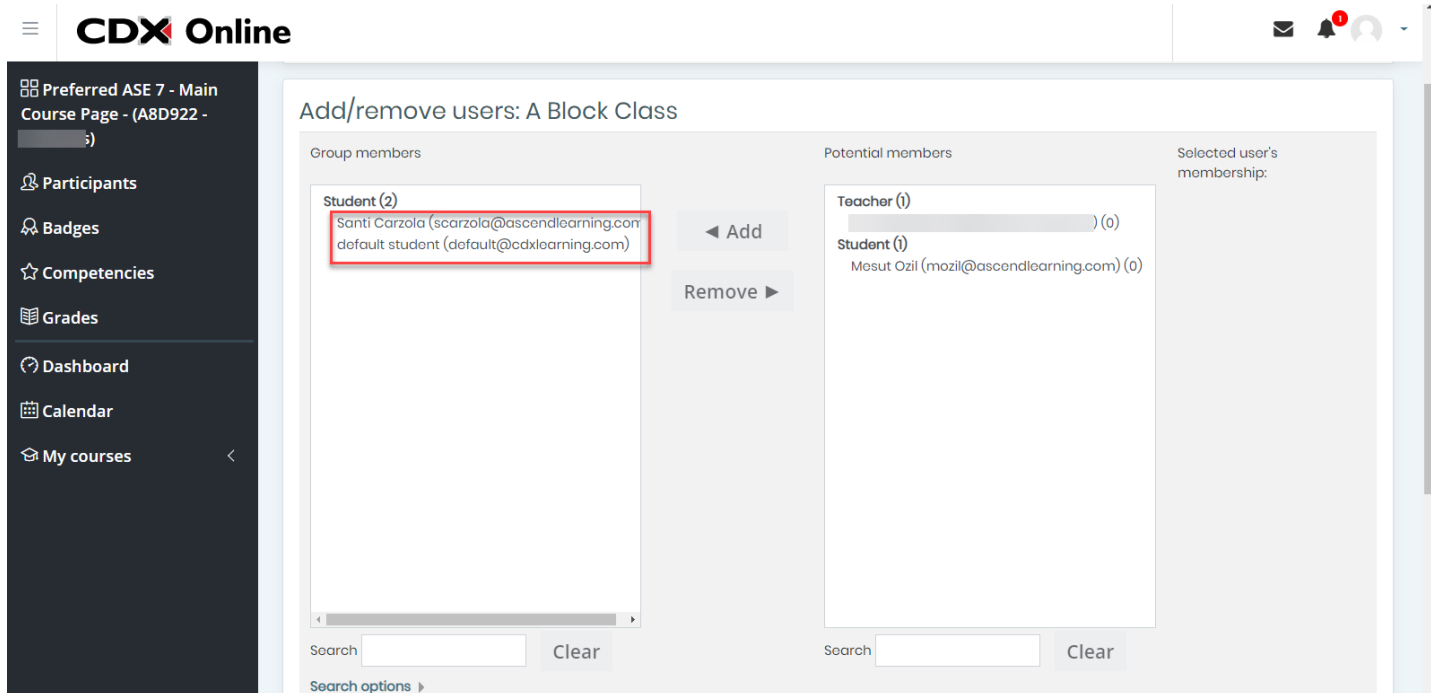


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7. Use your mouse pointer to select an individual you would like to add to this group. **Please note:** You may select multiple users at a time by holding down the Control button on your keyboard during your selections. After choosing the desired users' names, click the **Add** button to assign them to the group.

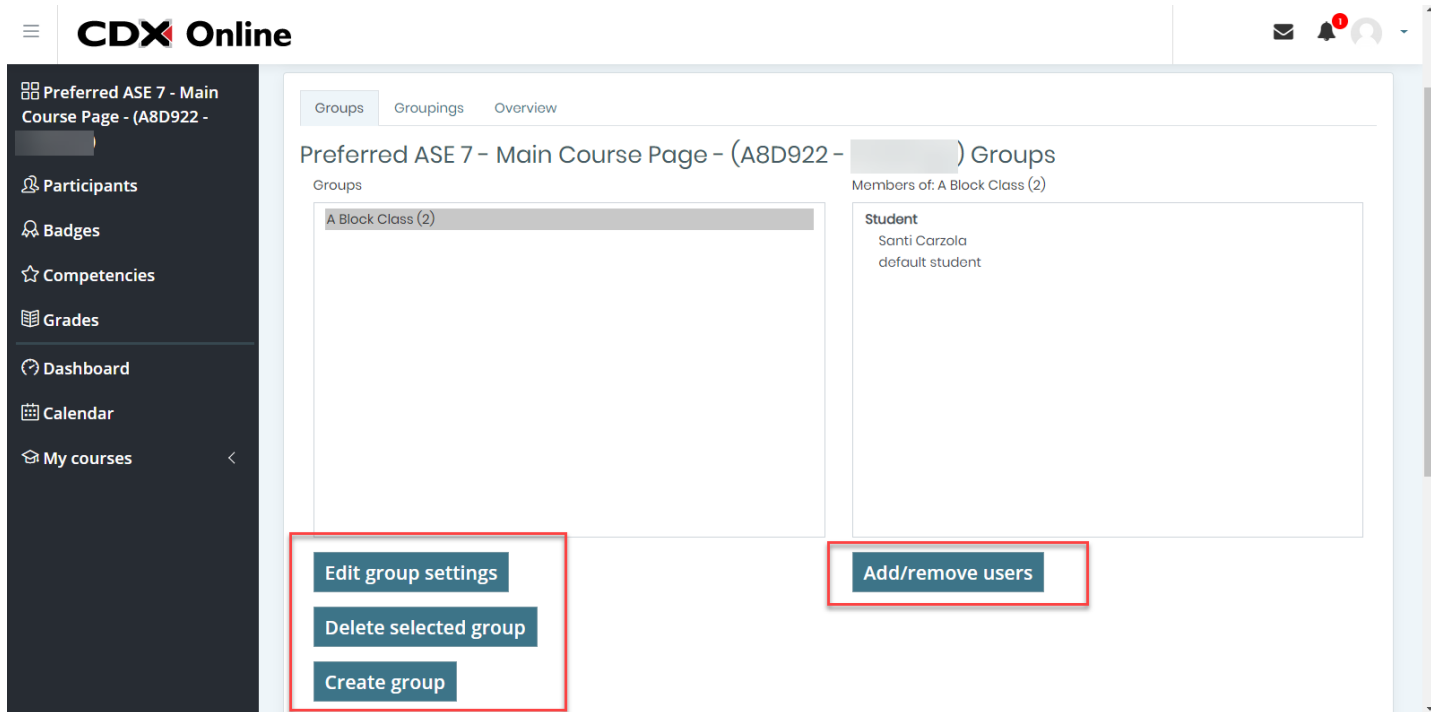


8. After clicking **Add**, you will see the student names move from the **Potential members** box to the **Group members** box, indicating that these students now belong to this group.

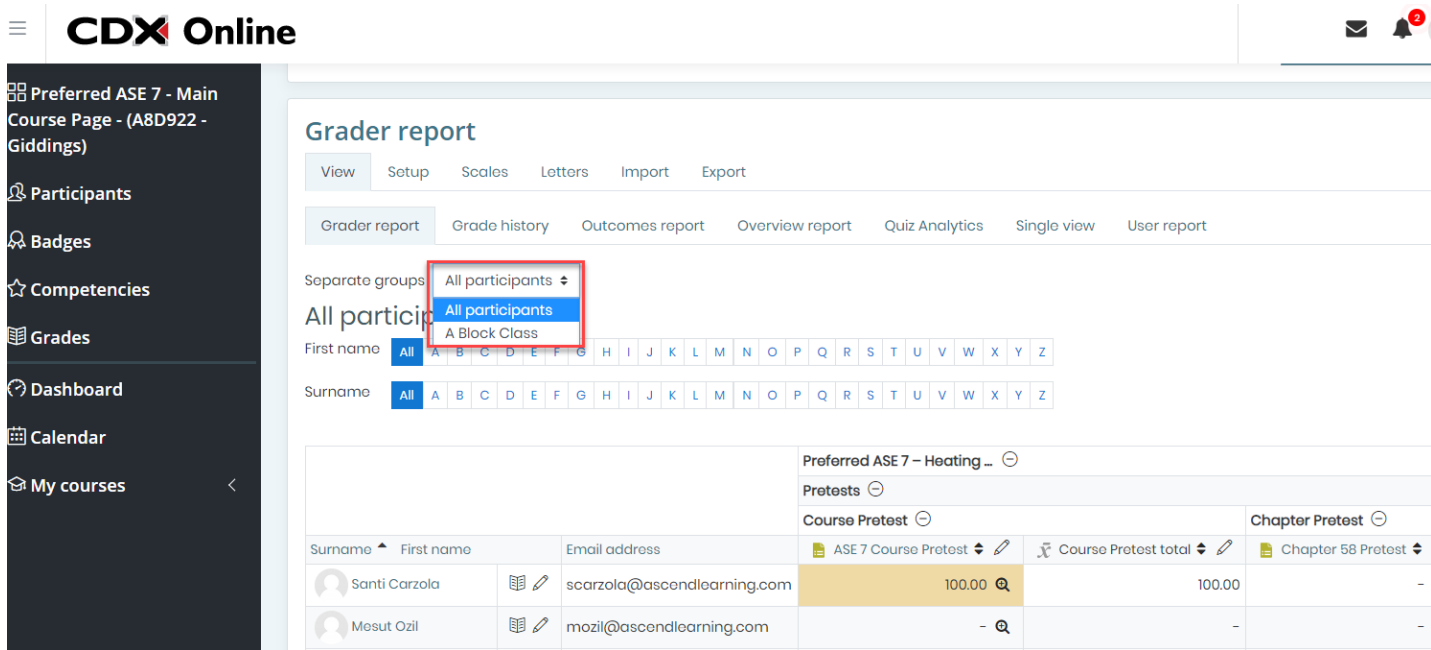


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- When finished with your group additions, click the **Back to groups** button at the bottom of this page to continue to create groups as needed.
- You can manage your groups at any time from this Groups page by selecting the group you need to adjust and clicking the **Add/remove** users button again. You may also edit any other component of the group setup by clicking the **Edit group settings** button or remove the group entirely by clicking **Delete selected group**.



- After setting up your groups, you will have the option of filtering out the group's results in your gradebook.



Surname	First name	Email address	ASE 7 Course Pretest	Course Pretest total	Chapter Pretest
Santi Carzola		scarzola@ascendlearning.com	100.00	100.00	-
Mesut Ozil		mozil@ascendlearning.com	-	-	-

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12. You will also be able to create group overrides for quizzes or tasksheet assignments in order to apply exceptions for a select group of students.

The screenshot shows the CDX Online interface. At the top, there is a header with the CDX Online logo and navigation icons. Below the header, a sidebar on the left contains various icons for navigation. The main content area displays the title 'Preferred ASE 7 – Heating and Air Conditioning - (A8D922 - Giddings)' and a breadcrumb trail: 'Dashboard > My courses > Preferred ASE 7 – Main Course Page – (A8D922 – Giddings) > Chapter 58: Principles of Heating and Air-Conditioning Systems'. Below this, the quiz title 'Objective FAT2K58003 Quiz' is shown. The quiz details include 'Attempts allowed: 2' and 'Grading method: Highest grade'. A 'Preview quiz now' button is prominently displayed. On the right side, a settings menu is open, showing options like 'Edit settings', 'Group overrides' (which is highlighted with a red box), 'User overrides', 'Edit quiz', 'Preview', 'Results', 'Grades', 'Responses', 'Statistics', 'Manual grading', and 'Permissions'.